

SHORT QUOTATION NOTICE

Tezpur University Alumni Association (TUAA)

Dated 20.12.2024

Sealed quotations are invited from reputed/authorized vendor experienced in serving food to 1000 or more people in programmes related to student/staff of any academic institution for providing food and catering service to the participants of a Dinner party to be held at Tezpur University on **26thDecember, 2024 from 7.30 pm-10.30pm**. The quotation should indicate rate for dinner separately for vegetarian and non-vegetarian items per plate on buffet basis along with the detailed menu and food items (rice, oil, etc.) brands used in preparing the different menu. The menu for the dinner may comprise of the items indicated in the following Table. However, the items listed in the Table are not limited to these only. Packaged drinking water during dinner must be included in the quoted rate.

Tentative Menu for the Dinner		
Package	Vegetarian	Non-Vegetarian
Plan A:	Plain Rice (Siddhi Vinayak), Naan (plain), Mug/Channa Dal fry, Alu Gobhi sabji, Muttor Paneer, Paneer Kofta/Mushroom Masala, Alu and papad fry, Brinjal fry with besan, Lemon, Green Chutney, Pickle, Green Salad, Mineral water. Mung ka Halwa (Prepared with ghee and nuts and served warm)	Plain Rice (Siddhi Vinayak), Naan (plain), Mug/Channa Dal fry, Alu Gobhi sabji, Chilli Chicken, Chicken Korma, Alu and papad fry, Brinjal fry with besan, Lemon, Green Chutney, Pickle, Green Salad, Mineral water. Mung ka Halwa(Prepared with ghee and nuts and served warm)
	Starters: Veg Soup (Tomato (with bread crumb)/Hot and Sour/Manchow) Veg Pakora/Hara Bhara Kebab + Chutney Coffee: through Vending machine	
Plan B:	Plain Rice (Siddhi Vinayak), Pulao (Peas), Naan (plain+buttermilk), Mug/Channa Dal fry, Alu Gobhi (cauliflower) sabji, Muttor Paneer, Paneer Kofta/Mushroom Masala, Alu and papad fry, Brinjal fry with besan, Lemon, Green Chutney, Mango and lemon Pickle, Green sprouted Salad, Mineral water. Mung kaHalwa (Prepared with ghee and nuts and served warm) + Gulabjamun (fresh and serve warm)	Plain Rice (Siddhi Vinayak), Pulao (Peas), Naan (plain+buttermilk),Mug/Channa Dal fry, Alu Gobhi(cauliflower)sabji, Chilli Chicken, Chicken Korma, Alu and papad fry, Brinjal fry with besan,Lemon, Green Chutney, Mango and lemon Pickle, Green sprouted Salad,Mineral water. Mung kaHalwa (Prepared with ghee and nuts and served warm) + Gulabjamun(fresh and serve warm)
	Starters: Veg Soup (Tomato (with bread crumb)/Hot and Sour/Manchow) Non-Veg Soup (Chicken Hot and sour/Manchow) Veg Pakora/Hara BharaKebab + Chutney Coffee: through Vending machine	
Plan C:	Plain Rice (Siddhi Vinayak), Pulao (Peas with vegetables)/Veg Biryani, Naan (plain+buttermilk), Mug/Channa Dal fry, Alu Gobhi (cauliflower) sabji, Bhindi Masala, Muttor Paneer,Paneer Kofta/Mushroom Masala, Alu and papad fry, Brinjal fry with besan, Lemon, Green Chutney, Mango and lemon Pickle, Green sprouted Salad,Mineral water. Mung kaHalwa (Prepared with ghee and nuts and served warm) + Gulab jamun(fresh and serve warm)	Plain Rice (Siddhi Vinayak), Pulao (Peas with vegetables)/ Veg Biryani, Naan (plain+buttermilk), Mug/Channa Dal fry, Alu Gobhi (cauliflower) sabji, Bhindi Masala, Chilli Chicken, Chicken Korma, Alu and papad fry, Brinjal fry with besan, Lemon, Green Chutney, Mango and lemon Pickle, Green sprouted Salad, Mineral water. Mung ka Halwa (Prepared with ghee and nuts and served warm) + Gulab jamun(fresh and serve warm)
	Starter Veg Soup (Tomato (with bread crumb)/Hot and Sour/Manchow) Non-Veg Soup (Chicken Hot and sour/Manchow) Veg Pakora/Hara Bhara Kebab + Chicken Pakora/Kebab+ Chutney Coffee: through Vending machine	

General Terms and Conditions

- (a) Approximate number of participants may be 1000 and more. However, the final number of participants will be intimated before starting of the programme.
- (b) Necessary infrastructure for arranging/providing food needs to be arranged by the Caterer. The venue for cooking and serving food is Community Hall, Tezpur University. Food products/ingredients of reputed brands only will be used for preparing different food items. Proper display of the item's name should also be done (visible from 10 metres).
- (c) Uniform, apron, gloves, head cap etc. must be worn by all the staff during cooking or serving food at the dining hall.
- (d) Separate Veg and Non-Veg Stall should be provided with proper display of stall name (visible from 30 meters). For managing the crowd, a minimum of 3 buffet tables for Non Veg and 1 for Veg must be provided. Two separate tables must be provided for plate arrangement and initial items to minimise the rush inadequate infrastructure arrangement for cooking and serving food shall be taken note of and considered as adverse feedback.
- (e) Good cleaned food grade plates with absorbent napkins/tissue papers, SS spoons and forks should be provided.
- (f) Only biodegradable cups, plates and glasses are to be used. No disposable plastic plates, cups and glasses should be used.
- (g) Plate and waste disposal bins should also be provided with cleaning personnel.
- (h) Proper table for the water dispenser also should be arranged.
- (i) The contractor shall have to submit full particulars of the staff to be employed. The competent authority of the University may issue passes with a photograph base Identity Card To allow them to work during the event.
- (j) The staff engaged by the Contractor must act decently without involving in drinking of alcoholic beverages or picking up quarrel with fellow employees or participants/students in the event or any other form of misdemeanour.
- (f) The rates should be quoted per plate basis in Indian Rupee. The rates should be exclusive of taxes and applicable tax/GST (%) should be clearly indicated.
- (g) Cooking and dining area needs to be cleaned after the programme is over. Clearing the waste food material and other items has to be done by the Caterer immediately after the meal.
- (h) Quotation should be accompanied by non-refundable processing fees (in the form of Demand Draft) of Rs. 500/- (Rupees five hundred) only drawn in favour of Tezpur University Alumni Association, Tezpur University payable at Tezpur. An amount of Rs. 25,000/- (Rupees Twenty FiveThousands) only in the form of Demand Draft, drawn in favour of Tezpur University Alumni Association, payable at Tezpur should be submitted as Earnest Money Deposit (EMD). The EMD of an unsuccessful caterer will be refunded within 05 days of offering the contract. The EMD of the successful party will be kept as Security Deposit and will be refunded after the programme subject to satisfactory quality of the food provided and maintenance of cleanliness and hygiene. Any damage to University property has to be made good by the caterer. However, no interest shall accrue on the EMD amount.
- (i) Quoted rates should be valid at least for a period of 30 days.
- (j) Lowest rate would not be the sole criteria for selection of the party.
- (k) Last date of submission of the Quotation is **4:00 PM, 23rd December, 2024.**
- (l) Feedback will be taken for the food served by the caterer by the awardees. Negative feedback will blacklist the caterer from future participation in the tender.
- (m) Tezpur University Alumni Association reserves the right to accept or reject any or all the quotations without assigning any reason.

Sd/-

Working President
Tezpur University Alumni Association
Tezpur University

**Dinner party
Tezpur University**

SHORT QUOTATION PROFORMA

Sl. No.	Particulars	Details
1	Name of the Party	
2	Address (Postal and Phone Number)	
3	Experience in providing food to more than 1000 number peoples in any academic institution <i>(Certificate to be produced)</i>	
4	Processing fee details (Amount, Draft Number, Date)	

5. Menu and rate details including soup

	Vegetarian	Non-vegetarian
Menu in details		
Food item brands (rice, oil, etc.) to be used in preparing the menu.		
Amount to be served in grams per plate for all items to be provided.		
Rate per meal (Rs.)	Plan A: Plan B: Plan C:	Plan A: Plan B: Plan C:

Declaration by the Caterer

I do hereby agree to the following points

- (a) The necessary infrastructure required for providing food along with venue enclosure will be managed by me.
- (b) Food products/ingredients of reputed brands only will be used for preparing different food items.
- (c) Packaged drinking water will be provided by me for dinner and charges are included in the rate mentioned above.
- (d) Uniform, apron, gloves, head cap etc. will be provided by me and worn by all the staff during cooking and serving food at the dining venue.
- (e) Cooking area and dining venue will be cleaned after serving of the food and clearing the waste food material and other items will be done immediately.
- (f) Quoted rates are valid for a period of 30 days.
- (g) The rates are exclusive of taxes and the applicable tax (%) is.....
- (h) I shall strictly follow the guidelines and instructions of the Tezpur University Alumni Association which are also not included in the terms.

Date:
Place:

Signature
Seal (if any)